

2011  
**Play to Win**  
**Richmond Refinery**  
meet or beat the plan

IIF  
every  
day



Take 5 to Recognize  
Managers and Supervisors

March 23, 2011

To: Richmond Refinery Managers and Supervisors

The Incident and Injury Free Leadership Team would like to take this opportunity to offer our sincerest gratitude for your leadership with our Proactive events and discussion topics.

In the first quarter of 2011, you have led 10 discussion topics, volunteered for a handout supporting Loss Prevention Week, and also had a discussion with your supervisor supporting the cascading message from Refinery Leaders.

Also, when we look back to 2010, you supported the IIF Leadership Team by sharing numerous weekly topics, and proactive events. Your participation and leadership was greatly appreciated.

Your leadership is critical to successfully building relationships, better understanding safety processes that are integral to our successes like Risk Assessment, Hazard Identification, Stop Work Authority, and Work Prioritization. Our discussion topics have been developed to promote consistency of action in these areas.

We've heard your feedback! Everyone working in the Refinery is busy, and we've taken steps to ensure that our future discussions are brief, yet cover the topic, and we will reduce the frequency to 2-3 per month beginning in 2Q 2011.

We feel your efforts are paying off. As a refinery, we're getting better at sharing Stop Work Authority success stories and regularly "Taking 5 to Recognize". Through your effort, we've seen improvement in the number of Near Loss Reports, and you've taken the first steps of our Operational Discipline program... **and fewer people have been injured.**

Thank you for being our partner in the journey towards an Incident and Injury Free workplace.

*The IIF Leadership Team*